

**BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Safety: Hazard Communication Program****A. In General**

In order to comply with the Virginia Occupational Health and Safety Standard, 1910.1200, Hazard Communication, the following Hazard Communication Program is established for the division.

**B. Purposes**

The program's purposes include:

1. To ensure the evaluation of chemicals to determine their hazards.
2. To apprise employees of the hazards with which they work.

**C. Staff Responsibilities**

The coordinator of the Hazard Communication Program will be designated by the division superintendent. Administrators and supervisors are responsible for the implementation of the program in their buildings or areas of responsibility.

**D. Program Elements****1. Container Labeling**

The employees designated to Part C preceding will verify that all containers received for use in their area of responsibility will:

- (a) Be clearly labeled as to the contents;
- (b) Note the appropriate hazard warning;
- (c) List the name and address of the manufacturer, importer or supplier.

No container will be released for use until the above data are verified.

**BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Safety: Hazard Communication Program (continued)****D. Program Elements (continued)****1. Container Labeling (continued)**

Secondary containers are to be labeled with either an extra copy of the original manufacturer's label or a facsimile which clearly indicates subsections (a) and (b) preceding.

**2. Material Safety Data Sheets (MSDS)****(a) Generally**

Chemical manufacturers and importers are required to develop material safety data sheets for each hazardous chemical they produce or import.

When hazardous chemicals are ordered it shall be specified on the purchase order that the chemicals are not to be shipped without corresponding material safety data sheets.

**(b) Availability/Information**

Copies of the pertinent MSDS's must be readily available to employees. The MSDS must provide information on:

1. physical and chemical characteristics of each hazardous chemical;
2. known acute or chronic health effects;
3. exposure limits'
4. whether the chemical is considered to be a carcinogen;
5. precautionary measures;

**BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Safety: Hazard Communication Program (continued)**D. Program Elements (continued)2. Material Safety Data Sheets (MSDS)  
(continued)(b) Availability/Information (continued)

6. emergency and first aid  
procedures; and

6. the identity of the organization  
which prepared the MSDS.

3. Inservice Education

The persons designated in Part C preceding shall provide a health and safety orientation for employees under their supervision who may be exposed to hazardous chemicals in their work area. This orientation will include information and training on the following:

- (a) A copy of this regulation;
- (b) Chemicals present in their work place operations;
- (c) Physical and health effects of the hazardous chemicals;
- (d) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- (e) How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
- (f) Safety emergency procedures to follow if they are exposed to these chemicals;

**BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Safety: Hazard Communication Program (continued)**D. Program Elements (continued)3. Inservice Education (continued)

- (g) How to read labels and review material safety data sheets (MSDSs) to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that he/she received written materials and understands the division's regulation on Hazard Communication.

Regulatory Authority: (1985)

Virginia Safety and Health Codes Board Standard "Hazard Communication" (August 17, 1984 with an effective date of May 25, 1986 for employers, including public sector employers).

Virginia Department of Labor and Industry, "Hazard Communication Standard (1910.1200) an Information Manual," (September, 1985).

Adopted by School Board: January 22, 1991